

Autobiography (noun – an account of a person's life written by that person)

My life in Northern New Mexico began in 1989 with my two children in tow. In 1989 I was offered a position with Pam Am, later to be known as Johnson Controls World Services, in the Work Order Controls department. This started my long history of working with engineers. A year later I was moved to the Design Engineering Department as Office Administrator to Larmar Nowland, Lead Engineer. Since working only as a contractor to LANL I wanted to add “private sector” engineering experience to my resume. This lead me to work for Merrick and Company as a Project Administrator for the BOA contract. This involved working with various DOE facilities across the United States, i.e. Hanford, Oakridge, Lawrence Livermore and others. One year later Lockwood Greene Technologies approached me with an offer that would put the “icing” to my resume. I was to assist the Office Manager in opening a new engineering office in Los Alamos to support Los Alamos National Laboratory contract and I was the first employee of this new office. This was a lot of work and very rewarding. Not having a college degree my resume needed to impress the “powers above” and Lockwood Greene gave me an opportunity that does not come along very often.

I was later introduced to an up and coming engineer that would move my career out of project administration and more into project controls. This was working with the Nuclear Material Safeguards and Security Upgrades Project (NMSSUP). This position placed me in very challenging positions, acting group secretary, project administrator, assistant to the chief of staff, project controls, P3 training, and much much more. All of which were very rewarding and a learning experience.

I took a break in July of 2000 for personal reason and in March of 2001 I applied and was offered a position with the Statistical Sciences Group as the Group Office Administrator. Very different from engineering, project controls, etc. and yet, there is always so much to learn and you are never to old to do so.

Education

University of New Mexico, Business Administration – Undergraduate courses
University of New Mexico, Studio Art – Undergraduate courses

Qualifications

Proficient in the following PC software:

- Microsoft Access, Power Point, Word, Excel, Front Page, and Project
- Primavera 3 – Construction Scheduler and Expedition
- Macromedia Dreamweaver
- And many more

Working knowledge of the following Macintosh software:

- PageMaker, Cricket Graph, and MacDrawPro.

Experience Outline

Los Alamos – (1989 – present)

Project Management Division- Project Management/Systems Analyst 3. Responsible for project planning, cost and resource estimating, scheduling baseline development and maintenance through formal baseline change controls, assisting in developing budget requests, variance analysis, performance reporting, and related tasks.

Project Management Division - Project Administrator to the Chief of Staff. Provided technical and administrative expertise to the Project Management Division Chief of Staff. Worked effectively with client organization, Department of Energy, Laboratory divisions and management, business operations divisions, and other.

Project Management Division - Project Administrator for the Nuclear Materials Safeguards and Security Upgrades Project (NMSSUP). Responsible for successful project administrative support of the NMSSUP's project objectives.

Project Management Division - Project Administrator/Acting Group Secretary for the Project Management Division, Construction Services Group. Provided assistance to support Laboratory programs in construction management and technical construction projects. Responsible for successful project administrative support of the NMSSUP's project objectives.

Lockwood Greene Technologies, Inc, Project Controller. Assisted in the opening of a new engineering company in Los Alamos.

Merrick and Company – Project Administrator for the BOA contact with Los Alamos National Laboratory and other national laboratories.

Johnson Controls – Work Order Control Analysis and one year later Office Administrator to a lead engineer.

Personal Information

I enjoy many aspects of art. Not really fine art, although I admire it, but more folk art. I quilt, make dolls, embroider, knit, make felt, sculpt with different medium, etc. I have two children, one in college the other in high school. I would like to help my children succeed in life, to follow my dreams, to always see the positive side, and to keep on learning. Ambition – to work hard at whatever I do. Goals – to try to always succeed.